| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| --- | --- | --- | --- | --- |
| **1** | 1. Consult the Disciplinary Dean | Discussion re academic resource planning | Head of academic unit | Dean to confirm the program change as a priority. |
| **2** | 1. Consult the Associate Vice-President Academic Programs (AVPAP) | Resources to support the proposed program will be discussed | Academic unit and disciplinary Dean | All new streams should appear in Faculty resource planning documentation. |
| **3** | 1. Create Kuali entry with appropriate approval workflow.   Senate Committee on Curriculum (SCC) approval required. | Kuali | Academic unit | Discuss documentation and submission to SCC. |
| **4** | 1. Complete standard template for program change, obtain all required consultation documentation and approvals as indicated on the template.   All program proposals require units to complete the IACE consultation template and the internal consultation template. | Approval steps for program change – undergraduate as per the VPAC website | Academic unit | All consultations must have supporting documentation. |
| **5** | Proposal submitted to Senate Committee on Planning (SCP) for approval / recommendation to Senate. |  | Disciplinary Dean | Academic unit and Dean make a short presentation to SCP and respond to questions. |
| **6** | Proposal submitted for Senate approval by Admin to AVPAP. |  | AVPAP introduces Template to Senate | Deans and academic unit respond to questions about academic content. |
| **7** | Where required, proposal submitted for Board of Governors approval by Admin to AVPAP. |  | VPAC introduces Template to Board of Governors | Resource allocations must be approved by Board |

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